

**ACCOUNTANT-AUDITOR II***Class Definition*

Under supervision, performs professional accounting work in maintaining and auditing accounts.

*Distinguishing Characteristics*

Accountant-Auditor II is the working level class in the professional accounting series. Incumbents perform professional accounting or auditing duties requiring the application of generally accepted accounting principles. Assignments may involve independently maintaining a variety of accounts, or participation in the work of a unit engaged in collecting and recording financial information. Accountant-Auditor II differs from Accountant-Auditor I in that the latter is the entry level class in the series. This class differs from Senior Accountant-Auditor in that incumbents of the latter perform more complex accounting or auditing duties requiring the application of independent judgment and provide lead direction to subordinate staff including Accountant-Auditors.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Prepares a variety of accounting reports; audits and balances ledgers; prepares financial reports on special assignments.

Performs detailed audits and examinations of records of commercial establishments for business license and room tax purposes.

Audits agencies under agreements with City and commercial tenants of City property for compliance with terms of leases

Performs internal cash and other audits as required; prepares written reports of audits with suggested changes or improvements when necessary.

Prepares accounting analyses; distributes revenues and expenses; prepares vouchers for general ledger entries; audits daily cash sheets.

Provides a check and balance function for all City expenditures and verifies fund balances prior to their payment.

Maintains accounting records; prepares trial balances and monthly and annual financial reports; maintains City asset inventory control records.

Processes City payroll in accordance with City resolutions, Fresno Municipal Code, and agreements with labor organizations.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of generally accepted accounting and auditing principles, methods and their application to governmental and commercial accounting systems.

Knowledge of modern office methods, practices, and procedures including data processing procedures and equipment.

Knowledge of the general principles of public finance, governmental budgeting and reporting, and cost accounting.

Ability to train and provide direction to subordinate staff.

Ability to interpret and analyze a wide variety of governmental codes and ordinances.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with the public, governmental officials, and other employees.

*Minimum Qualifications*

One (1) year of experience equivalent to that gained as an Accountant-Auditor I in the City Service.

*Necessary Special Requirement*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

MR/MA/po/10/12/87

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